

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 6 August 1957

FROM : Chief, Clerical Training

25X1

SUBJECT: Report Number 32, Week of 30 July - 5 August 1957

25X1

1. Numbers in Clerical Induction Training. During the week of 30 July there were [] people in Clerical Induction Training. Of these people, [] entered class for the first time.

25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [] people for the week of 30 July.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 30 July were as follows:

25X1

	Tested	Qualified
Shorthand	[]	
Typewriting		

4. Nitwit Department. One of the subjects covered in the Clerical Orientation course is Regulatory Issuances. The three issuances—Regulations, Notices, and Handbooks—are carefully explained and their differences pointed out. In order to make them easily distinguishable, samples of each are shown to the students. Prior to the scheduled written test in the course, a careful review is made of all the subjects covered. Again, the three issuances are mentioned and the distinctions indicated. One girl this week gave the following answer to the question in regard to the three types of issuances: "Health, Life, and Old Age."

25X1

CONFIDENTIAL